

## MEMORANDUM

TO: Superintendent of Schools

FROM: John Weber, Director, Missouri School Improvement Program  
Tom Ogle, Director, School Core Data

DATE: March 2003

RE: Summer School Application

The Application for Summer School Approval and the 2003 Summer School Information Handbook for the 2003 summer session are available at <http://www.dese.state.mo.us/divimprove/sia/summerschl/>. Summer school is not required, but we encourage you to offer this extended learning opportunity to your students. Review the guidelines for an approved summer school as outlined in the Summer School Information Handbook prior to your decision to submit an application. Please note that local board approval is required prior to application submission.

It is extremely important that you review the instructions on the reverse side of the application prior to its submission. The application is due no later than June 1, 2003, and serves as a notice of intent for your district to provide a summer school program. In addition to this form, all participating districts must provide specific program information on the June cycle of the Core Data Collection System. Screen 24 will require information which includes the summer school educators' name and social security number, course code name and number, position code of the educator, grade level and enrollment for each class, total hours the class will meet, and credit to be offered (high school only). This screen will also request that you identify each class as remedial, academic/regular, or exploratory, and will request information relating to the number of summer school students who qualify for free or reduced-price school lunches and the number identified as at-risk students (the total of the free and reduced-price lunch count plus any additional students identified as at risk).

**PLEASE NOTE: It is of extreme importance that the social security number for summer school teachers be correct and that all hold a valid Missouri teacher certificate. This includes recent graduates and out-of-state teachers. At the very least, substitute teacher certificates must be secured for these teachers prior to the start of the summer session. Also, teachers whose certificates have expired do not hold a valid certificate and should not be given a summer school assignment until their certificate is renewed. Failure to have on file a valid certificate for a summer school teacher will result in the disapproval of the attendance hours of children enrolled in his/her class(es). Athletic Practice/Conditioning and Body Conditioning courses are specifically prohibited from the summer school program of studies. See page three of the Summer School Information Handbook for additional information.**

Screen 24 of the application will be due on June 30 and should be entered by the person in the central office who normally completes the October cycle Core Data report. Final approval of the summer school program will not be granted until this information is submitted in approvable form and teachers are determined to be properly certificated for their assignment(s).

**Remember, the summer school ADA generated during summer 2003 and reported in the 2003-2004 core data (August cycle) will be added to the 2003-2004 regular data reported in June 2004 and used in the payment for school year 2004-2005.**

If you have questions, please contact our office at the following numbers:

John Weber (573) 751-7754  
Tom Ogle (573) 751-9060

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